

| INSPECTION CHECKLIST | | <i>Restaurant, bar or nightclub</i> | | | | | |
|----------------------|----|--|---------|---|-----------|---|---------|
| Location | # | Checklist item | Present | | Functions | | Details |
| | | | Y | N | Y | N | |
| Reception | 1 | First aid kits | | | | | |
| | 2 | Intercom, phones or walkie talkies to enable communication between departments | | | | | |
| | 3 | Phone enabling communication to outside | | | | | |
| | 4 | Posters specifying that children under 18 must be accompanied by parents | | | | | |
| | 5 | Medical examination certificates for all customer-facing and kitchen staff (if not submitted with application) | | | | | |
| Restaurant and Bar | 6 | Priced menu card | | | | | |
| | 7 | Beverage list | | | | | |
| | 8 | Wine list (if applicable) | | | | | |
| | 9 | Signage specifying that alcohol will not be served to children under 18 | | | | | |
| Kitchen | 10 | At least one hand wash basin located outside the kitchen entrance | | | | | |
| | 11 | - Electric hand dryer or disposable paper towels (cloth towel is not permitted) | | | | | |
| | 12 | - Soap dispenser/holder with soap | | | | | |
| | 13 | At least one hand wash basin located inside the kitchen | | | | | |

| Location | # | Checklist item | Present | | Functions | | Details |
|------------------|--|--|---------|---|-----------|---|---------|
| | | | Y | N | Y | N | |
| Kitchen (cont'd) | 14 | - Electric hand dryer or disposable paper towels (cloth towel is not permitted) | | | | | |
| | 15 | - Soap dispenser/holder with soap | | | | | |
| | 16 | Covered drains in kitchen | | | | | |
| | 17 | At least one fire blanket in kitchen | | | | | |
| | 18 | At least two waste containers at every station inside the kitchen | | | | | |
| | 19 | - One container dedicated to organics | | | | | |
| | 20 | - One container dedicated to inorganics | | | | | |
| | 21 | - Waste containers separated from food preparation areas | | | | | |
| | 22 | - Waste containers emptied and cleared daily | | | | | |
| | 23 | All sinks drains and WCs are connected to an adequate provision of sewerage | | | | | |
| | 24 | At least two large covered waste containers outside the kitchen for storage of waste ahead of collection | | | | | |
| | 25 | - One container dedicated to organics | | | | | |
| | 26 | - One container dedicated to inorganics | | | | | |
| 27 | Open windows and vents in kitchen covered with mesh to prevent pests | | | | | | |
| Public Washrooms | 28 | Designated men's public washroom in lobby or reception | | | | | |
| | 29 | - Maintains gender privacy | | | | | |

| Location | # | Checklist item | Present | | Functions | | Details |
|---------------------------|--------------------------|---|---------|---|-----------|---|---------|
| | | | Y | N | Y | N | |
| Public Washrooms (cont'd) | 30 | - Door lock | | | | | |
| | 31 | - Well ventilated | | | | | |
| | 32 | - At least one toilet | | | | | |
| | 33 | - Hand wash basin with cold running water | | | | | |
| | 34 | - Soap dispenser/holder with soap | | | | | |
| | 35 | - Electric hand dryer, disposable paper towels or single use cloth towels | | | | | |
| | 36 | - At least one waste bin | | | | | |
| | 37 | Designated women's public washroom in lobby or reception | | | | | |
| | 38 | - Maintains gender privacy | | | | | |
| | 39 | - Door lock | | | | | |
| | 40 | - Well ventilated | | | | | |
| | 41 | - At least one toilet | | | | | |
| | 42 | - Hand wash basin with cold running water | | | | | |
| | 43 | - Soap dispenser/holder with soap | | | | | |
| | 44 | - Electric hand dryer, disposable paper towels or single use cloth towels | | | | | |
| 45 | - At least one waste bin | | | | | | |

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|--|------------------------------------|--|---------|---|-----------|---|---------|
| | | | Y | N | Y | N | |
| Public Washrooms (cont'd) | 46 | - Lined, covered sanitary bin with pedal for each toilet | | | | | |
| | 47 | For every 50 guests, at least one accessible toilet for persons with disabilities | | | | | |
| Common Areas, Corridors and Stairwells | 48 | Areas kept clear of flammable material | | | | | |
| | 49 | Hallways and corridors well lit 24/7 and kept clear | | | | | |
| | 50 | Fire safety notice and evacuation plan prominently displayed in common areas and corridors with instructions in case of fire, including fire department phone number, fire escape route and assembly point | | | | | |
| | 51 | At least one fire alarm/warning/detection system on each floor | | | | | |
| | 52 | At least one functioning fire extinguisher every 50m on each floor, clearly accessible and displaying maintenance stickers | | | | | |
| | 53 | Clearly marked fire exit/escape routes | | | | | |
| | 54 | Exit doors kept clear, with clearly visible exit signs and emergency lights | | | | | |
| | 55 | Elevator plaque posted | | | | | |
| | 56 | Stairwells kept clear and staircases guarded by handrails | | | | | |
| 57 | Premise free from pests and vermin | | | | | | |
| Outside | 58 | Grease traps at connection points (if the building was constructed in May 2017 or later) | | | | | |
| | 59 | Septic tank or water recycling sewage system | | | | | |
| | 60 | Water storage tanks with sufficient capacity to maintain hotel's water supply for at least three days, as per WASAC consumption record | | | | | |
| | 61 | Generator capable of powering whole establishment until electricity returns | | | | | |

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| | | | Y | N | Y | N | |
| Outside (cont'd) | 62 | Assembly point with sign post, with no obstacles, and clear from fire exits | | | | | |
| | 63 | No smoking notice near flammable materials | | | | | |
| Furnace, Boiler, Gas Utility and Electrical Rooms | 64 | Furnace, boiler, gas utility and electrical rooms kept locked and only opened by authorised personnel (where applicable) | | | | | |

| RISK PROFILING (Optional) | # | Item | Score or Description |
|----------------------------------|----|--|----------------------|
| Fire Safety | 1 | Distance from adjacent buildings | |
| | 2 | Neighbouring facilities | |
| | 3 | Accessibility by road | |
| | 4 | Time to reach by fire brigade | |
| | 5 | Number of levels above ground | |
| | 6 | Number of levels below ground | |
| | 7 | Number of occupants | |
| | 8 | Building materials, as per building code | |
| | 9 | Historical fire incidents in the facility or neighbourhood | |
| | 10 | Changes to building layout since construction | |
| | 11 | Fire safety training conducted | |